

Homeless Advocate/Clinical Supervisor



Job Code: 3151
Grade: 130
Reports to: Community Services Director
Salary Range: \$53,941 - \$83,951
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult paraprofessional work dealing with homeless clients, operating the Wells/Robertson House, providing clinical and counseling services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work under the general supervision of the Human Services Director. Supervision is exercised over house management and counseling staff.

ESSENTIAL FUNCTIONS

Performing outreach services; assisting clients; providing assistance and referring to appropriate service agencies; supervising house operations and staff; preparing and maintaining files and records.

EXAMPLES OF WORK

- Screens, hires, and trains full and part-time staff for Wells/Robertson House.
- Schedules working hours, evaluates staff performance.
- Receives, processes, and screens applicants for residency.
- Performs outreach work, identifies homeless persons, determines and locates needed services for alcohol and drug treatment, shelter, clothing, social services, etc.
- Determines eligibility for assistance and directs clients to appropriate service agencies.
- Develops intake procedures, coordinates admittance to House.
- Secures, prepares, and maintains statistical data and case history on each resident.
- Meets with counselors to evaluate status of cases and ensure quality of services provided.
- Develops individual client action plans, maintains progress records.
- Provides counseling, information, and other services to citizen residents.
- Oversees and supervises operations of the House, service to residents and transportation.
- Maintains waiting list and other records.
- Visits alcohol and drug treatment centers to monitor progress of clients, networks with treatment agencies.
- Assists local merchants with problems regarding vagrants and alcoholics on their property.
- Speaks to civic, school, business, and religious groups on Wells/Robertson House and chemical dependency.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and skills used in the delivery of human and social services; thorough knowledge of outreach, advocacy, service, and counseling techniques and procedures; thorough knowledge of available public/private resources available to residents and clients; thorough knowledge of training and communications skills necessary for volunteer recruitment and training; ability to establish and maintain effective working relationships with citizens, potential clients, residents, and staff; ability to communicate effectively orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Counseling, Psychology, Social Work, or related field. Five (5) to seven (7) years of experience in chemical dependency, residential facility management, outreach, counseling, treatment, and rehabilitation, to include two (2) years in a supervisory capacity; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects,
- Work requires standing, walking, lifting, grasping, and repetitive motions..
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

Revised 12/14/2009

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.